

REQUEST FOR USE OF BLISSFIELD COMMUNITY SCHOOL FACILITIES

GUIDELINES TO DETERMINE USAGE STATUS

- I. There would be no expense reimbursement if:
 - Group is a majority of Blissfield students.
 - There are no additional expenses to the district (set-up, lights, custodial, etc.).
 - Group makes no profit.
 - Staff member is the responsible adult.
- II. There would be an expense reimbursement if:
 - Group is not a majority of Blissfield students.
 - There are additional expenses to the district (set-up, lights, custodial, etc.).
 - Group makes profit from its activity.
 - No staff member as responsible adult.

****The Building Administrator has the responsibility to determine the time the facility will be available. It is understood that Blissfield School District activities have preference over outside activities and this request is subject to cancellation if the requested facility is needed for a school activity.***

USAGE GUIDELINES

- The Person in charge of the activity is responsible to ensure all the participants have left the premises, lights are off and doors are locked.
- A school employee approved by administration must be in charge of the school facility.
- All activities on weekdays must be completed by 10:00 p.m.
- No food/beverages in gymnasium unless for banquet.
- Facilities normally not available on Sunday, holidays, student vacations, or Wednesday evening.
- Children accompanying parents need to remain under the direct supervision of their parents.
- No tobacco, alcohol or controlled substances on school grounds.
- All safety guidelines must be followed at all times.
- The district will not be responsible for any loss of valuables or personal property.
- The district is not responsible for any injury to any person attending or participating in the activity.
- Playground equipment is not to be used by any students over the age of 12 years.
- Organization using facilities is responsible for full replacement cost in case of any damage or cost incurred.
- Donations of time, money, or materials are appreciated from groups using the facility.

Infraction of any of the above regulations may be grounds for refusing to grant subsequent requests for usage of any district facility.

REQUEST FOR USE OF

BLISSFIELD COMMUNITY SCHOOL FACILITIES

Please sign and return to the Principal at: (at least 15 working days prior to request)

Blissfield
High School

Blissfield
Middle School

Blissfield
Elementary School

School Facility Desired: _____

Date & Time School Facility is Desired: _____

If for a season or extended period mark below:

Every _____ Beginning _____ Ending _____

Purpose for Facility Use: _____

Person/Organization Requesting Use: _____

Adult in charge and responsible for expense reimbursement: _____

Address: _____

Home Phone # _____ Business Phone # _____

Purpose of Function (brief) _____

Cost of Admission _____

Number of Attending _____

Purpose of Money Received _____

Describe Items Sold _____

Additional Equipment: _____

Set Up Required: _____

Percent of person in Blissfield Elementary School _____ %

Blissfield Middle School _____ %

Blissfield High School _____ %

Applicant Signature: _____

Check the facilities desired:

	Facility	Reimbursement Fee
Classrooms	_____	\$ _____
Library	_____	\$ _____
Gymnasium	_____	\$ _____
Kitchen	_____	\$ _____
Cafeteria	_____	\$ _____
Auditorium	_____	\$ _____
Athletic Field	_____	\$ _____
Playground	_____	\$ _____
Other:	_____	\$ _____

	Final Reimbursement
Facility	\$ _____
Equipment	\$ _____
Custodial	\$ _____
Food Service	\$ _____
Damages	\$ _____
Other _____	\$ _____

Total Reimbursement	\$ _____

All expense reimbursements are due three business days after use and all checks should be made payable to Blissfield Community Schools.

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_____ This request is fully approved.

_____ This request is fully approved except for the limitations listed below:

_____ This request is not approved due to these reasons: _____

Signed: _____ Date: _____

Building Administator

REIMBURSEMENT STRUCTURE

<u>Facility</u>	<u>Reimbursement Fee</u>
A. High School Kitchen	\$ 100.00
B. High School Cafeteria	\$ 50.00
C. High School Gym w/Lockers	\$ 100.00
D. Middle School Kitchen	\$ 50.00
E. Middle School Cafeteria	\$ 50.00
F. Middle School Gym w/Lockers	\$ 100.00
G. Elementary Kitchen	\$ 100.00
H. Elementary Multi-Purpose Room	\$ 50.00
I. Classroom	\$ 20.00
J. Baseball Field	\$ 25.00
K. Football Field (no lights)	\$ 100.00
L. Football Field (with lights)	\$ 250.00

*Custodial reimbursement will be \$40.00 per hour.

*Cafeteria worker reimbursement will be \$15.00 per hour.

*Each consecutive gymnasium usage is \$25.00 per use.

The following equipment is available and should be requested if needed:

_____ Stage	_____ Microphone
_____ Piano	_____ Chairs
_____ Overhead Projector	_____ Tables
_____ VCR/Monitor	_____ Other